

RMTA POLICIES AND PROCEDURES

Revised September 2025

STUDENT RECITALS

- General guidelines for student events vary. Refer to the event webpage for complete details.
- All recital registrations will be electronic and must include complete information. No phone registrations accepted.
- It is assumed all instrumentalists and vocalists will supply their own accompanist and page turner.
- If a program of at least 35 minutes cannot be guaranteed, the event will be canceled and teachers will be notified within 48 hours of the registration deadline.
- Should two students be prepared to play the same selection, the teacher who has registered first may use the piece.
- Follow the repertoire requirements of the particular event.
- Recitals are approximately one hour in duration. Teachers may submit three students per recital. (No time limit.) If you have more students ready, call the Chair to check time availability. If there is sufficient registration, a second program will be scheduled on the same day.
- Memorization requirements determined by the particular event regulations.

MEETINGS

- Executive Committee must meet twice a year per the bylaws. Other meetings will be scheduled as needed with 30-days notice.
- Membership Meetings must meet twice a year per the bylaws and will be announced by email and on the website. A General Membership/Social will begin 10:00 am; the scheduled workshop/clinic will begin at 10:30 am unless otherwise stated.

ANNUAL DUES

- ANNUAL DUES: MTNA/PMTA/RMTA and FRIENDS dues must be paid by August 31 of any given year in order for member information to be included in any RMTA publications or membership lists.
- Dues amount for the next year will be reviewed and established in January of each year. The Treasurer will inform the state and national membership chairs of any changes in local association dues amounts.
- Collegiate member dues shall be \$0 for their first year of membership. Then the amount shall be half of the current Active Member Fee.

MEMBERSHIP CATEGORIES AND BENEFITS

- MTNA/PMTA/RMTA members receive full benefits with no restrictions.
- FRIENDS OF RMTA, at no cost, may attend meetings, receive local correspondence, and utilize the online Teacher Referral listing. Their students may also participate in LOCAL events paying the same registration fees as members. Friends DO NOT have voting privileges or have access to RMF student scholarships.

EXPENDITURE GUIDELINES

- GENERAL:
 - Requests by an RMTA member for reimbursement of expenses must be submitted in writing using the Reimbursement Request Form available from the Treasurer.
 - If the Treasurer has questions concerning any item submitted for reimbursement, he/she should consult the EC for guidance.
- CONFERENCES: (If the budget permits.)
 - RMTA will reimburse an officer or member (who would represent RMTA at the state LA meeting) to attend the annual PMTA State Conference and/or the MTNA National Conference if funds allow.
 - State Conference - Half the registration fee plus two night's lodging
 - National Conference – Full registration fee plus two night's lodging
 - One conference per fiscal year.

- The request should be submitted and pre-approved by the Executive Committee at least 90 days prior to the event. Motion required.
- DONATIONS/SPONSORSHIPS:
 - Community requests for advertising or sponsorship will be reviewed and approved/rejected by the Executive Committee. Motion required.
- RMTA EVENT EXPENSES:
 - All expenses extended by RMTA Event Chairs are to be reimbursed upon receipt by the Treasurer. No pre-approval required, but do inform the Executive Committee and Treasurer of the expense before proceeding. Motion NOT required.
 - Chairs should provide an itemized list with receipts. Items may include certificates, copies, award ribbons or pins, replacement toner cartridges, etc. Motion NOT required.
 - Expenditures over \$100 must be pre-approved by the EC.

MEMBERSHIP CORRESPONDENCE

- RMTA newsletters will be emailed/mailed to the membership quarterly or as deemed necessary by the Executive Committee.

STUDENT SCHOLARSHIPS

- The application process and auditions are now managed by the Reading Musical Foundation. Check their website for dates and deadlines.

ETHICAL CONCERNS PROCEDURE

Should a written report of UNETHICAL CONDUCT on the part of any RMTA member be received from any source, the President will appoint a committee to investigate and resolve the matter. This committee will be appointed within one week of receipt of any written complaint; will consist of an officer from the Executive Committee who will serve as Chairperson, and two members at large; will inform the member whose standards have been questioned of the report and ask that (s)he meet with the committee; will act as mediator to resolve the issue; will give a written summary of its findings to the Executive Committee as expeditiously as possible. All meetings and minutes of the Professional Standards committee will be closed unless disclosure is requested by the member whose standards have been questioned. RMTA CRIMINAL RECORD/CHILD ABUSE CLEARANCE POLICY Drafted April 30, 2014

The Reading Music Teachers Association requires all members, clinicians, adjudicators or volunteers with access to children under the age of 18 in RMTA programs to provide clearances for Pennsylvania Criminal Record Check and Pennsylvania Child Abuse History Clearance for the primary purpose of safe-guarding children in our care. Such programs include but are not limited to:

- Dorothy Sutton Performance Festival
- Student Recitals and Workshops
- Spring Performance Festival

RMTA members who participate in any student event must provide a copy of each clearance one month prior to the event. Clearances may not be older than five (5) years. The documentation will remain in effect as long as the member is actively involved on an annual basis. If the member does not participate for a year, renewal documentation will be requested.

For adjudicators, clinicians and volunteers, a copy of each clearance must be provided prior to engagement. Clearances may not be older than five (5) years. RMTA will keep clearances on file for five years before requesting renewals.

Required Clearances:

- Pennsylvania State Police Request for Criminal Record Check Submit online at: <https://epatch.state.pa.us>
- Pennsylvania Child Abuse History Clearance Form enclosed – no online submission (14 days needed for reply)
\$10 Money Order Needed Purpose of clearance: Employment with a significant likelihood of regular contact with children

Must submit to:

- Childline and Abuse Registry Department of Public Welfare PO Box 8170 Harrisburg, PA 17105

Send clearances to the treasurer.

RMTA Treasurer Meeting Protocol

The purpose of an agenda is to keep business meetings short, orderly and on track without any disruption. Helps participants plan ahead of time, provides a clear list of items to be discussed and provides a sense of direction for the meeting. If discussion wanders, President should get meeting back on track.

- President - Call the meeting to order. Take roll call. (Secretary is taking notes.)
- Secretary -- reads the minutes. Ask for any changes or corrections. If none, minutes are approved as read.
- (Vote not necessary)
- Treasurer's report. Ask for any questions. If none, report is filed as read. (Vote not necessary)
- Old Business -- summary reports on any items previously discussed at any time.
- New Business -- presentation of new ideas, events, etc. A "Motion" needed if the new event requires funding, changes in procedure/bylaws, requires a vote. See below for details.
- Any new items to be discussed.
- Meeting adjourned.

General Protocol for Making a Motion.

- Any active member can make a motion. A motion is made by stating -- "I move that we"
- President acknowledges and states: " (name) made a motion to.... Do we have a 'second?'"
- President states: " (name) has seconded the motion. Is there any discussion?"
- If no discussion, President calls for a vote by a show of hands in favor/against. If majority favors, motion is passed. If not in favor, motion is rejected and you move on. If the motion has changed, it should be restated, seconded, discussed, voted on.
- Only one motion can be discussed at a time. If no decision is reached, the motion is tabled.
- A quorum as defined by the Bylaws is required to make any motions and vote.
- Refer to Robert's Rules of Order for guidance.

DSPF TIMELINE & NOTES

Theory testing must take place on-site at the same time as performance adjudications.

We need at least 20 participating students to run this event.

ONLINE REGISTRATION FORMS:

- All found in the RMTA Google Docs/Drive. Account access... Username/readingmusicteachers2020@gmail.com. Password/Festival20. Must be updated yearly.

JUNE

- At June Board meeting discuss dates and locations. Get Board approval for honorariums - \$60/hour.
- Discuss any changes to procedure.
- President will contact facility and reserve dates and times.
- Post new dates/location on website. Give 2 weeks from registration deadline to event.
- Revise Student Info and Teacher Info documents and any other documents with dates.
- Get all documents to website manager to post on website.

JULY/AUGUST

- Contact the judges with date, location, honorarium.
- **IMPORTANT:** Send note to teachers to advise of intent to participate and provide an estimate of participation. This note goes to the entire membership.
 - We need at least 30 minutes of performance time per instrument to run that room.
- Remind teachers they're bringing their own lunches, but still need volunteers for water, morning/afternoon snacks for judges.
- Check supply of ribbon awards for students. Order more if needed (Crown Awards)

SEPTEMBER

- 1st - One last note to entire membership regarding participation.
- Complete and download Certificate of Liability Insurance from the PMTA website.
- Note to Site Contact with Certificate and site requirements

DAY OF REGISTRATION DEADLINE (SEE "SPECIFIC INSTRUCTIONS" BELOW...)

- Within 3 days of registration close, prepare student schedule.
- Email to teachers: Student schedule, "Student Notice," Teacher Work Schedule, request for food.
- Reminder to judges with details and report times for orientation. Get lunch requests for judges.

BEFORE THE EVENT WEEKEND...

- Request checks from treasurer. Write thank you notes.
- Copy/organize theory tests.
- Create lists: for registration, theory room, administration, wall signs, judge's folders, teacher envelope
- Sort comment sheets into judge's folders along with judge's guidelines, extra blank comment sheets
- Create an envelope for each teacher w/list on front with student name.
- Order judges' lunches

EVENING OF EVENT

- Prepare recital programs as teachers send you info.
- Make a determination as to whether it's one or two recitals and get that posted on website.
- Post programs and recital times on website.
- Sort awards/medals.
- Assign recital host jobs

IMMEDIATELY AFTER

- Prepare and email state report.

SPECIFIC INSTRUCTIONS CREATING LISTS FOR DSPF...

AFTER REGISTRATION IS CLOSED, DOWNLOAD THE MASTER CSV FILE FROM GOOGLE DOCS. FROM THE MASTER LIST:

- MAKE A DUPLICATE OF THIS MASTER in the event you mess up.
 - Add a column for room numbers and performance time and start assigning times.
 - You'll sort/copy/paste/add/delete info from this list into your other lists.
- FROM THE MASTER LIST, CREATE THESE LISTS...
- Front desk registration – Alphabetical by student last name; teacher last name, room, time
 - Theory room – Alphabetical by student last name; test level, teacher last name
 - Administration - Alphabetical by student last name, includes student name, teacher name, time, room, theory test level (in other words....everything)
 - Theory Room – Alphabetical by student last name, includes theory test level, adjudication time, room
 - Judges/Monitors/Room lists – Sorted by time (ONLY include time, student name)
 - Teacher Envelope: Alphabetical first by teacher last name then by student last name w/ 2 check boxes labeled 'score sheet' and 'test'

SCHEDULING IN GENERAL:

- Piano runs two rooms 9am to about 2pm
- Voice runs one room early AM
- Violin runs one room late AM
- If there is an ensemble, it is scheduling during larger room judge's break.

SCHEDULING TIPS:

- FIRST – Start with those with time requests. Next schedule non-piano room. Then work around those doing multiple instruments, and siblings.
- PIANO: Add 3 minutes between each performance and occasionally add occasional 5 minute buffer. Schedule morning breaks around 10:15 am. Any ensembles will be scheduled in the larger room during the judge's break.
- VOICE/STRINGS: Add 5 minutes between each performance.
- ENSEMBLES: Allow 5 minutes before and 5 minutes after.
- KIDS DOING MORE THAN ONE INSTRUMENT: Allow 20-30 minutes between each instrument.
- SIBLINGS: Easiest to schedule in same room.
- CHECK AND RECHECK times – compare with non-piano room, siblings, original time requests, etc.

SAMPLE COMMUNICATIONS – USE RMTA LOGO ON EVERYTHING

SAMPLE EMAIL TO POTENTIAL JUDGES

Dear _____

RMTA is in need of a piano judge for our Student Adjudication Festival on Saturday, _____ at _____. (provide mapquest link for Albright) We generally have about 4-5 hours worth of students participating. The honorarium is \$60 per hour, with lunch and snacks provided. Would you interested and available?

Attached is some information about the event. (attach the 'judges info' sheet). Please contact me with any questions.

Thanks you for your consideration

Name, title

For notes to guitar, violin and vocal judges....

- "we generally have about 60 minutes worth of students participating..."
- Vocalists – 'scheduled late morning'
- String – 'scheduled early afternoon' _____

SAMPLE EMAILS TO ENTIRE MEMBERSHIP – August

FIRST EMAIL to teachers in August with general information:

Adjudications Saturday, _____ | Honors Recital(s) Sunday, _____ | Location _____
Enrollment estimates.

Purpose: To inspire musical growth through goal setting, performance and evaluation in a positive and educational environment. This event is open to students of all ages, levels and abilities. Refer to the [RMTA website](#) for all forms and complete information.

REGISTRATION DEADLINE: _____ to Millie

SECOND SAMPLE EMAIL TO ENTIRE MEMBERSHIP – September

One last reminder for a participation estimate if you haven't already done so. Future emails will only go to participating teachers. The event is open to students of all ages, levels and abilities. Estimates so far indicate we'll have at least ____ students to include piano, violin, voice, guitar, string trio, guitar ensemble and a few piano duos. Should be a good day!

A few random notes regarding the Studio Summary Sheet...

- This is an excel file for to submit your final registration. Using this xls file allows me to cut and paste rather than having to retype all the names, hopefully reducing errors on my part. So please do NOT convert to a pdf when emailing it to me.
- Be sure to indicate siblings or any students who need to be scheduled together.
- Please don't make time requests unless absolutely necessary. There are always a few students who MUST go early for whatever reason...just indicate that all that on the sheet. I'll do what I can.

RE adjudication sheets: These can be postal mailed OR emailed to me...whatever you prefer. But the registration check must still be received by deadline.

Remember registration deadline is Noon on Friday, _____. All forms can be found on the [RMTA website](#).

DSPF – SAMPLE LETTER TO SITE CONTACT

Attached is the Certificate of Liability from RMTA for our Student Festival on _____. I assume all is on schedule for that - same space requirements as in the past. Also attached our site requirements, fyi. Contact me with any questions. ATTACH:

Certificate of Liability – download from RMTA website, complete and email to him. Spring Festival Site Requirements

NOTICE TO TEACHERS TO ACCOMPANY TIME SCHEDULE Student times are attached. The ONLY way a student can change times if it's within your studio and if the performance times are very similar. But please discuss with me before making the change.

RMTA SPRING FESTIVAL TIMELINE

JUNE

- At June Board meeting discuss dates and locations. Get Board approval for honorariums - \$60/hour. Discuss any changes to procedure.
- Contact site and reserve dates and timeframes.
- Post new dates/location on website
- Revise Student Info and Teacher Info documents and any other documents with dates.
- Get all documents to website manager to post on website.

DECEMBER

- Contact the judges with dates, location, honorarium.
- **IMPORTANT:** Note to entire membership requesting intention to participate and provide an estimate of participation. **At least 20 students required to run the event.**
- Make sure there are enough ribbons. If not, order more through supplier RibbonsGalore.com. All our previous orders are on file. Get RMTA Credit Card info from Treasurer.

JANUARY

- 1st - One last note to entire membership regarding participation.
- Download and complete Certificate of Liability Insurance from the PMTA website.
- Note to site coordinator with Certificate and site requirements
- 31st – announce judges; reminder to participating teachers re scheduling, scales/chords.

FEBRUARY

- 1st - Email participating teachers to remind them of deadline noon on ____.
- 10th/or after registration is received – Reminder note to judges with details. Get judges' lunch requests. Teachers pack their lunches.
- Request teacher volunteers to bring coffee, water bottles.
- Within 3 days of registration close, prepare student schedule and work schedule to teachers. Include the "Student Notice." Send to web manager to post on website.

MARCH – Before the event weekend, prepare...

- Request checks from treasurer. Write thank you notes.
- Judges folders (comment sheets, room schedule, judge's guidelines, extra blank comment sheets)
- Lists for monitors, registration desk, posting on walls, other signs (see old files)
- Teacher envelopes (instruction sheet for front – see SF file)
- Certificates of Participation for all students (put these in teacher envelopes) *(Fall 2019 it was decided to eliminate certificates)*
- Day before – order lunches for judges

EVENING BEFORE EVENT

- Prepare recital programs
- Make a determination as to whether it's one or two recitals and get that posted on website.
- Prep ribbons
- Post programs and recital times on website.
- Assign recital host jobs

MORE DETAILED INSTRUCTIONS RE SCHEDULING....

CREATE/EDIT ONLINE REGISTRATION FORMS IN GOOGLE DOCS/DRIVE AND POST ON WEBSITE.

WHEN REGISTRATION CLOSES, DOWNLOAD THE MASTER LIST AND FROM THE MASTER LIST:

- MAKE A DUPLICATE OF THE MASTER in the event you mess up
- Add a column for room numbers and performance time and start assigning times.
- You'll sort/copy/paste info from this list into your other lists.
- FROM THE REGISTRATION MASTER LIST, CREATE THESE LISTS...
Student list alphabetical by last name – for front desk and administration
Teacher sort alphabetical first by teacher last name then by student last name - for teacher envelope
Judges/Monitors/Room lists – organized by time
Certificate Sort – contains the Student Full names. Use to do a mail merge into your Certificate.

IN GENERAL:

- Piano runs two rooms 9am to about 2pm...usually.
- Voice runs one room early AM
- Violin runs one room late AM
- If there is an ensemble, it is scheduling during judge's morning break in larger room.

SCHEDULING TIPS:

- PIANO: Add 3 minutes between each performance and occasionally add 5 minute buffer. Schedule morning breaks around 10:15 am. Any ensembles will be scheduled in the larger room during the judge's break.
- VOICE/STRINGS: Add 5 minutes between each performance.
- ENSEMBLES: Allow 5 minutes before and 5 minutes after.
- KIDS DOING MORE THAN ONE INSTRUMENT: Allow 20-30 minutes between each instrument.
- SIBLINGS: Easiest to schedule in same room.
- FIRST – Start with those with time requests. Next schedule non-piano room. Then work around those doing multiple instruments, and siblings.
- CHECK AND RECHECK times – compare with non-piano room, siblings, original time requests, etc.

SAMPLE COMMUNICATIONS

SAMPLE EMAIL TO POTENTIAL JUDGES Dear _____

RMTA is in need of a piano judge for our Spring Festival on Saturday, March __, 20__ at Albright College. *(provide mapquest link for Albright)* We generally have about 4-5 hours worth of students participating. The honorarium is \$60 per hour, with lunch and snacks provided. Would you interested and available?

Attached is some information about the event. (attach the 'judges info' sheet). Please contact me with any questions.

Thanks,

Millie Eben, Festival Chair Mgeben@mac.com

For notes to guitar, violin and vocal judges....

- "we generally have about 60 minutes worth of students participating..."
- Vocalists – 'scheduled late morning'
- String – 'scheduled early afternoon' _____

SAMPLE EMAIL TO ENTIRE MEMBERSHIP – November/December

RMTA Spring Festival

Saturday, March 11, 2017 | Adjudications Sunday, March 12, 2017 | Honors Recital(s) Albright College Center for the Arts

Purpose: To inspire musical growth through goal setting, performance and evaluation in a positive and educational environment. This event is open to students of all ages, levels and abilities. Refer to the [RMTA website](#) for all forms and complete information. **REGISTRATION DEADLINE: NOON FEBRUARY 24, 2017 to Millie**

The Studio Summary Sheet is an xls file which you will download, complete and EMAIL to the chair by deadline. (Similar to DSPF)

Other random notes to remember...

- This event does include a technique component for instrumentalists. The teacher decides what the student should play. It is understood that the youngest students may not play anything. Coach the students to play their technique first.
 - While this event is not as labor intensive as DSPF, your presence would be of great help. If you cannot be there, please give me the name of a parent we could call on if necessary. As with DSPF, a monitor must be in each room with the judge. The monitor CANNOT be the teacher of the performing student....so scheduling becomes a bit of a juggling act.
 - Everything you need is available to download from the website.
 - Participating teachers will supply their own lunch and snacks. Coffee and water will be provided for everyone.
 - Given that our festival is the weekend prior to the RMF Auditions, it will provide a great performance experience for students.
- So far I have heard from 4 piano teachers, 1 guitar teacher and 1 violin teacher. I must secure judges NOW. If you have not provided an estimate of your studio participation, please do so ASAP.
Contact me with any questions. Millie/Spring Festival Chair

SAMPLE EMAIL TO ENTIRE MEMBERSHIP – January

One last reminder for an participation estimate if you haven't already done so. Future emails will only go to participating teachers. The event is open to students of all ages, levels and abilities. Estimates so far indicate we'll have at least 60 students to include piano, violin, voice, guitar, string trio, guitar ensemble and a few piano duos. Should be a good day!

A few random notes regarding the Studio Summary Sheet...

- When figuring performance times, **please add 2 minutes** to each to accommodate the technique requirement (if applicable).
 - **Technique requirement is waived for vocalists and for all ensembles (2 or more).**
 - Be sure to indicate siblings or any students who need to be scheduled together.
 - Please don't make time requests unless absolutely necessary. There are always a few students who MUST go early for whatever reason...just indicate that all that on the sheet. I'll do what I can.
- Using this xls file allows me to cut and paste rather than having to retype all the names, hopefully reducing errors on my part. So please do NOT convert to a pdf when emailing it to me.
- RE adjudication sheets: These can be postal mailed OR emailed to me...whatever you prefer. But the registration check must still be received by deadline.

Remember registration deadline is Noon on Friday, _____. All forms can be found on the [RMTA website](#). questions.

_____ TO SITE COORDINATOR -

Contact me with any

Attached is the Certificate of Liability from RMTA for our Spring Festival on _____. I assume all is on schedule for that - same space requirements as in the past. Also attached our site requirements, fyi. Contact me with any questions.

Thanks, Millie

ATTACH:

Certificate of Liability – download from RMTA website, complete and email to him. Spring Festival Site Requirements

NOTICE TO TEACHERS TO ACCOMPANY TIME SCHEDULE

Student times are attached. The ONLY way a student can change times if it's within your studio and if the performance times are very similar. But please discuss with me before making the change.

Be sure your student knows what scale and cadence he/she is playing. It is your decision as to what level of difficulty to play. For the very beginning students, a 5-finger scale is acceptable with or without an abbreviated cadence.